

☐ CONFIDENTIAL ☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Reduction of Energy Use

FROM:

Programs Staff, OL

EXTENSION

NO.

OL 9 0787a

DATE

5 MAR 1979

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D C/SD

3/1/79

DU

2. C/so

7 Mar

Dr

3. C/OSB

Good luck. material has still got to go, but maybe we can set a goal. Non reduced use of premium transport. ACTION

4. AC/SD

See

8. C/P&PS

3/21

6

10. Pete

C.I.A.

UTILITY AND FUEL CURTAILMENT

INDIVIDUAL EMPLOYEES SHOULD TAKE THE FOLLOWING ACTIONS AS THE SITUATION WARRANTS:

- UTILIZE MINIMUM ARTIFICIAL LIGHTING DURING DAYLIGHT HOURS IN ROOMS PROVIDED WITH ADEQUATE WINDOWS OR SKYLIGHT ILLUMINATION.
- KEEP OTHER UNNECESSARY LIGHTS TURNED OFF, SUCH AS THOSE IN STOREROOMS, CLOSETS, OR OTHER SPACE NOT BEING OCCUPIED.
- SHUT OFF LIGHTS AND APPLIANCES WHEN LEAVING THE OFFICE OR OTHER WORK AREA.
- KEEP WINDOWS AND OUTSIDE DOORS CLOSED WHEN HEATING OR AIR-CONDITIONING UNITS ARE IN SERVICE.
- IF INDIVIDUAL WINDOWS UNITS ARE PROVIDED, CLOSE THE DAMPERS WHICH ADMITS OUTSIDE AIR.
- DRESS APPROPRIATELY FOR LOWER WINTER TEMPERATURES AND HIGHER SUMMER TEMPERATURES.
- SCHEDULE THE USE OF ALL EQUIPMENT WHERE POSSIBLE THAT CONSUMES ELECTRICITY OR GENERATES HEAT AT A TIME OTHER THAN THE PERIOD OF PEAKLOADS.
- DO NOT TURN ON EQUIPMENT SUCH AS XEROX MACHINES, TYPEWRITERS, CALCULATORS, ETC., UNTIL NEEDED. SHUT EQUIPMENT OFF WHEN IT IS NO LONGER NEEDED.
- USE THE STAIRS IN LIEU OF ELEVATORS, ESPECIALLY AT QUITTING TIME.
- DRAW OR PARTIALLY CLOSE BLINDS, SHADES, AND DRAPERIES ON THE SUNNY SIDE OF THE BUILDING DURING HOT WEATHER AND OPEN DURING COLD WEATHER FOR SOLAR HEAT GAIN.
- ADVISE BUILDINGS MANAGER OF ANY AREA REQUIRING SERVICE TO PREVENT WASTE OF UTILITIES.

ILLEGIB

Approved For Release 2003/12/03 : CIA-RDP85-00988R000400090031-6

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